

Overview

WIF helps you pilot innovative ideas to attract and keep a skilled and committed child care workforce that delivers stable, quality child care programs in Peel.

Eligibility

To qualify, you must meet the eligibility criteria outlined in the [WIF Guideline](#).

Funding Conditions - By accepting WIF, you agree to:

- Support staff that work most of their time in rooms licensed under the [CCEYA](#).
- Fund expenses over and above what you provided before WIF. **Exceptions:**
 - Recruitment costs
 - Paid planning time if, prior to WIF you were providing one hour or more per week of paid planning time for all eligible staff.
- Participate in the Region's professional learning day **on February 17, 2023** and the WIF evaluation.
- For the Region's professional learning day, don't charge fees to families and pay regular wages to staff who attend.
- Share information with staff and families as requested.

Funding Flexibility

- You must use WIF to cover the WIF mandatory expenses first. In 2023, the mandatory expenses are:
 - Offset child care fees and pay attending staff for the Region's professional learning day
 - Paid planning time (January 1 to at least June 30, 2023)
 - **Lunch and refreshments for staff participating in the Region's professional learning day.**
- After you cover the mandatory expenses, you have the flexibility to use the rest of the funding on the flexible WIF eligible expenses that best address your staff recruitment and retention needs.
- **We issued you specific allocations to offset child care fees and provide paid planning time. If you don't use WIF to support these expenses, we will recover the allocated amount.**
 - **If the amount you received under these mandatory expenses is not enough, you must use the funding received under "other" until you fully meet the mandatory expenses.**
 - **If your total 2023 WIF allocation is not enough to cover the 2023 WIF mandatory expenses, email us at us at EarlyYearsSystemDivision@peelregion.ca with the subject line "WIF Funding Request" by July 30, 2023.**
 - **If you have unspent funding after you fully meet the requirements of the 2023 mandatory WIF expenses, you can use the remaining funding to support flexible WIF eligible expenses.**

Administration Costs

To provide more flexibility, WIF administration funding will be included in your TOG (if you have a 2023 CWELCC agreement) or your GOF (if you do not have a 2023 CWELCC agreement) and paid in March 2023. Unspent administration funding will be recovered.

Payments

You will get your full 2023 payment in February 2023. You must use your 2023 payment by December 31, 2023.

Funding Distribution and Staff Payment Requirements - You must:

- Provide eligible staff equitable access to WIF supports. Equitable access means that every eligible staff should have the same opportunity to access WIF supports. We may ask for proof at any time.
- Pay staff wages for paid planning time, paid professional learning and recruitment costs with each applicable pay cheque. Cash payments or gift cards are not permitted.

Mandatory Eligible Expenses

Category	Description and Requirements						
A. Offset child care fees for the Region's professional learning day (February 17)	<ul style="list-style-type: none"> • Don't charge child care fees to families on the February 17, 2023 Region's professional learning day. Use WIF to cover the portion of the fees not covered by CWELCC*. • Mark "N" (non-paid days) on your February 17, 2023 child care subsidy attendance. • Pay regular wages and mandatory benefits to staff who attend the event. 						
	<table border="1"> <thead> <tr> <th>If on February 17, 2023, staff</th> <th>Then pay wages and mandatory benefits...</th> </tr> </thead> <tbody> <tr> <td>• would normally get paid for the day and/or hours</td> <td>• Using child care fees (offset by the Region through WIF and/or CWELCC)</td> </tr> <tr> <td>• would not normally get paid for the day and/or hours (i.e., not scheduled)</td> <td>• Using paid professional learning time for the additional hours.</td> </tr> </tbody> </table>	If on February 17, 2023, staff	Then pay wages and mandatory benefits...	• would normally get paid for the day and/or hours	• Using child care fees (offset by the Region through WIF and/or CWELCC)	• would not normally get paid for the day and/or hours (i.e., not scheduled)	• Using paid professional learning time for the additional hours.
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<p>* February 17 is a Professional Learning Day for most Peel school boards. WIF cannot be claimed for children who are not enrolled or charged fees for that day (if the Region's professional learning day did not take place).</p>							

<p>B. Paid planning time January 1 to at least June 30, 2023</p>	<ul style="list-style-type: none"> Use your funds to pay for one hour of additional paid planning time per week for eligible staff. An eligible staff is one who works at least 20 hours supporting ratio requirements as outlined in the CCEYA in any one-week period. <table border="1" data-bbox="360 163 1518 420"> <thead> <tr> <th data-bbox="360 163 764 199">If planning time happens...</th> <th data-bbox="764 163 1518 199">Then use funding to pay...</th> </tr> </thead> <tbody> <tr> <td data-bbox="360 199 764 254">outside of staff's regular hours</td> <td data-bbox="764 199 1518 254">staff's regular base salary and increased mandatory benefits</td> </tr> <tr> <td data-bbox="360 254 764 420">during staff's regular hours</td> <td data-bbox="764 254 1518 420"> <ul style="list-style-type: none"> Base wages and mandatory benefits for hours worked covering eligible staff's planning time. Planning time coverage can be provided by: <ul style="list-style-type: none"> Supply staff, float staff, etc. Part-time program staff who may benefit from increased number of hours. </td> </tr> </tbody> </table> <ul style="list-style-type: none"> For this pilot, planning time is dedicated planning time outside of ratio performing eligible activities. Planning activities can be carried out individually or as a room based on your existing practices. See WIF guideline for a list of activities that qualify. 	If planning time happens...	Then use funding to pay...	outside of staff's regular hours	staff's regular base salary and increased mandatory benefits	during staff's regular hours	<ul style="list-style-type: none"> Base wages and mandatory benefits for hours worked covering eligible staff's planning time. Planning time coverage can be provided by: <ul style="list-style-type: none"> Supply staff, float staff, etc. Part-time program staff who may benefit from increased number of hours.
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<p>C. Lunch and refreshments</p>	<ul style="list-style-type: none"> You must use your WIF to provide lunch and refreshments to staff participating in the Region's Professional learning day up to a maximum of \$30/per staff. Costs must be reasonable and cannot include alcoholic beverages. 						

Flexible Eligible Expenses

Category	Description and Requirements						
<p>D. Professional learning costs</p>	<ul style="list-style-type: none"> Reimburse eligible staff to attend professional learning sessions, training and courses on: <ul style="list-style-type: none"> Early years and child care pedagogical practices aligned with How Does Learning Happen? Supporting children with special needs in an inclusive class-wide model and strategies that support the inclusion of all children. Health, safety, and well-being of children (nutrition, first aid, environmental health, communicable diseases, duty to report) and staff. Diversity, Equity, and Inclusion. Business administration such as budgeting, leadership, human resource management, policy development and business software skills. The CCEYA, its regulations and ministry policy. Training under the Accessibility for Ontarians with Disabilities Act, 2005. Newly hired staff: certification in standard first aid, including infant and child CPR, issued by a training agency recognized by the Workplace Safety and Insurance Board only if new staff is not certified and courses offered by CDRCP are not available at the time of hiring. Eligible staff are regular program staff (full- or part-time) including: <ul style="list-style-type: none"> Program supervisors Program staff, such as RECEs, director approved staff in the place of a RECE and Early Childhood Assistants. Non-program staff enrolled in an ECE Diploma or a Child Development Practitioner Apprenticeship Staff must exhaust any other available bursaries and financial supports including the provincial Qualifications Upgrade Program before accessing WIF 						
<p>E. Paid professional learning time Release time and extra hours</p>	<ul style="list-style-type: none"> Pay regular base wages and mandatory benefits to: <ul style="list-style-type: none"> Supply staff for hours worked covering staff while they participate in eligible professional learning activities that happen during staff's regular hours, OR Staff for additional hours spent on professional learning activities when outside of their regular hours; AND Up to one hour travel time when attending in-person professional learning opportunities. The following activities and staff qualify: <table border="1" data-bbox="360 1438 1539 1728"> <thead> <tr> <th data-bbox="360 1438 683 1474">Activity</th> <th data-bbox="683 1438 1539 1474">Eligible Staff</th> </tr> </thead> <tbody> <tr> <td data-bbox="360 1474 683 1633">1. Professional learning</td> <td data-bbox="683 1474 1539 1633"> <ul style="list-style-type: none"> Program staff (such as RECEs, Director approved staff in place of a RECE, ECAs, etc.) Supervisors Staff enrolled in an ECE Diploma or Child Development Practitioner Apprenticeship at the time of the professional learning activity. </td> </tr> <tr> <td data-bbox="360 1633 683 1728">2. Field placements required to complete an ECE diploma</td> <td data-bbox="683 1633 1539 1728">Staff who are pursuing an ECE diploma and must complete a field placement outside of their place of work during the period January 1, 2023, to December 31, 2023.</td> </tr> </tbody> </table> 	Activity	Eligible Staff	1. Professional learning	<ul style="list-style-type: none"> Program staff (such as RECEs, Director approved staff in place of a RECE, ECAs, etc.) Supervisors Staff enrolled in an ECE Diploma or Child Development Practitioner Apprenticeship at the time of the professional learning activity. 	2. Field placements required to complete an ECE diploma	Staff who are pursuing an ECE diploma and must complete a field placement outside of their place of work during the period January 1, 2023, to December 31, 2023.
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<p>F. Credential evaluation and document translation</p>	<p>Reimburse internationally trained staff for credential evaluation and document translation costs who are applying to:</p> <ul style="list-style-type: none"> The College of Early Childhood Educators (CECE) CECE approved ECE diploma programs 						
<p>G. Recruitment costs</p>	<ul style="list-style-type: none"> Use WIF to cover eligible staff* regular wages and mandatory benefits for hours spent on recruitment activities such as**: 						

- Creating job postings
 - Conducting interviews
 - Contacting candidates
 - Liaising with colleges for student placements
 - Performing reference checks
 - Providing offer letters to new hires
 - Prepare and attend job fairs to recruit child care staff
 - Other recruitment costs such as professional and consulting fees of a third-party recruiter or recruitment company not claimed in all or in part under other regional funding, the cost of job posting adds and registration fees to attend job fairs.
- * Eligible staff include supervisors, HR staff, owner operators of single site agencies on payroll as of Jan. 1, 2023, and other staff.
 ** Wages for other HR activities such as planning, benefits and compensation, performance management, training, and development, etc., may be covered through administration funding or parent revenues.

Ineligible Expenses

- Any expenditures not listed cannot be covered under this funding. To know more, review the [WIF Guideline](#).
- We reserve the right to deem expenses ineligible if they are not reasonable or fail to meet WIF eligibility or requirements.
- Annual membership fees for the College of Early Childhood Educators.

Reconciliation and Responsibilities

- Meet all requirements and responsibilities (such as compliance audits, funding inspections, documentation retention, etc.) outlined in the [Service Provider Handbook](#).
- Complete in GovGrants your WIF Reconciliation and Progress report. We will confirm the deadline to submit by the end of the year. We will ask you for the following information:
 - **Reconciliation report.** Actual expenditures for each WIF budget category as follows:

Eligible Expense	GovGrants Budget Category	2023
A. Fees for Region's professional learning day	Child Care Fees	<input checked="" type="checkbox"/>
B. Paid planning time	Planning Time	<input checked="" type="checkbox"/>
C. Staff lunch and refreshments for Region's professional learning day	Other	<input checked="" type="checkbox"/>
D. Professional learning costs	Professional Learning Costs	<input checked="" type="checkbox"/>
E. Paid professional learning time	Paid Professional Learning Time	<input checked="" type="checkbox"/>
F. Credential evaluation and translation	Other	<input checked="" type="checkbox"/>
G. Recruitment costs	Resources	<input checked="" type="checkbox"/>
H. Administration costs	<input checked="" type="checkbox"/> Opted-in CWELCC: You will receive and report this funding through TOG	
	<input checked="" type="checkbox"/> Opted-out CWELCC: You will receive and report this funding through GOF	

- **Progress Report.** The following Key Performance Indicators:
 - # of individuals supported with planning time
 - Total # of actual planning time hours supported through WIF
 - Average # of planning hours paid to program staff in April 2022
 - # of individuals supported with professional learning costs
 - # of individuals supported with paid professional learning time or a professional learning incentive grant
 - Total # of actual paid professional learning time hours supported through WIF
 - Average # of professional learning time hours paid to program staff between January 1 to June 30, 2022
 - # of individuals supported with credential evaluation and document translation costs
 - # of children supported through WIF child care fee offset
- Supporting receipts and paid invoices for expenses over \$15,000.

Audit and Recoveries

You may be selected for a Compliance Audit (previously called a Funding Review) or a Funding Inspection. Review our [Service Provider Handbook](#) to learn about our accountability and reporting requirements.

We will recover all or part of your WIF if you:

- Become ineligible to receive WIF funding at any point during the funding period.
- Have unspent or surplus funding at interim or final reconciliation.
- Don't use or reconcile your funding in alignment with your Agreement or this guideline.
- Don't provide supporting documentation for expenses claimed upon request.
- Fail to comply or participate in a compliance audit or a funding inspection.

Use WIF to cover expenses supported by other government funding.

Contact Us

If you have questions, please email EarlyYearsSystemDivision@peelregion.ca.